

Self Monitoring Form for On-Site Reviews
(Completed form is to be filed with the approved free and reduced-price applications)

1. All claims for reimbursement must be based on daily meal counts taken at the point of service. "Point of Service" is defined as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduce-price or paid meal has been served to an eligible child. A review to verify this procedure must be made of each school by the School Food Authority (SFA) before **February 1st of each year**. If problems with meal counting or claiming are discovered, the SFA must develop a corrective action plan and conduct a follow-up on-site review within 45 days to determine that the problems have been corrected. **Identification by sight is not allowed.**

2. Annual On-Site Review completed by:

Name

Date

Building

Building

Building

Building

Date of Review

Date of Review

Date of Review

Date of Review

**Circle Below
Meal Observed**

**Circle Below
Meal Observed**

**Circle Below
Meal Observed**

**Circle Below
Meal Observed**

Breakfast
Lunch

Breakfast
Lunch

Breakfast
Lunch

Breakfast
Lunch

On this line, record the Collection procedure used
as identified in the web-based Site Application

Yes No*

Yes No*

Yes No*

Yes No*

1. Does the counting method at this building agree with the above stated counting method?

2. Does the counting method in this building yield an accurate count of free, reduced and paid reimbursable meals at the point of service?
(Identification "by sight" is not allowed.)

3. Does the meal counting method prevent overt identification of free and reduced price students?

4. Is the number of meals claimed for reimbursement taken in the line and not from a tray count or count taken in the classroom?

5. Has each monthly edit sheet been completed for this building?

On this line, record the collection procedure used as identified in the web-based Site Application

1. Does the counting method at this building agree with the above stated counting method?
2. Does the counting method in this building yield an accurate count of free, reduced and paid reimbursable meals at the point of service?
(Identification "by sight" is not allowed.)
3. Does the meal counting method prevent overt identification of free and reduced price students?
4. Is the number of meals claimed for reimbursement taken in the line and not from a tray count or count taken in the classroom?
5. Has each monthly edit sheet been completed for this building?

Building	Building	Building	Building
Date of Review	Date of Review	Date of Review	Date of Review
Circle Below Meal Observed	Circle Below Meal Observed	Circle Below Meal Observed	Circle Below Meal Observed
Breakfast Lunch	Breakfast Lunch	Breakfast Lunch	Breakfast Lunch
Yes No*	Yes No*	Yes No*	Yes No*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____